

# **PERFORMANCE WORK STATEMENT**

## **Human Resources Specialist (Staffing)**

### **1. BACKGROUND**

The USDA Marketing and Regulatory Program (MRP) mission area is comprised of three agencies; the Agricultural Marketing Service which helps move farm products from producers to consumers efficiently, dependably, and equitably; the Animal and Plant Health Inspection Service, which protects the health of U.S. agriculture; and the Grain Inspection, Packers and Stockyards Administration, which facilitates the marketing of livestock, meat, poultry, grains, oilseed, rice, and related products, and promotes fair and competitive trading practices. APHIS MRP Business Services group is comprised of eight divisions which provide the full range of financial, administrative, human resource, and information management support to the agencies within the MRP mission area. Within the Human Resources Division, the Human Resources Operations Branch provides comprehensive, innovative operations support in the areas of classification, employment, employee benefits, pay and leave administration, and personnel/payroll processing services to the field workforce of the MRP agencies.

### **2. SCOPE OF WORK**

The Human Resources Operations Branch is seeking a contract to provide support as a Human Resources Specialist in staffing and recruitment areas, as follows:

- Develops and organizes annual personnel program plans for serviced MRP organizations, including identification of current and projected problems and work, needs of the organizations, and working with program personnel develop plans to accomplish the program work
- Participates in resource management evaluation reviews and provides expertise as an employment specialist.
- Consults with and advises staff and line officials on all phases of daily operating personnel programs by assisting in the organization, planning and staffing of their operations. Interprets personnel laws and regulations to develop options for consideration by supervisors and managers and ensures that a well-regulated program is maintained in conformance with applicable statutes and laws.
- Provide guidance and assistance to program officials on the application of the agencies' merit promotion plans. Ensures that actions taken conform to merit promotion principles. Applies qualification standards to rank experience, training, and potential of applicants. Provides screening activities to aid in selection of best qualified candidates. Advises and counsels selecting officials as to the best results of candidate screening and evaluation, and the legality of selections. Conducts follow-up interviews with program officials to determine need for additional placement. Reviews application submitted under announcements to determine if basic qualifications are met.

- Develops/revises qualifications standards, rating schedules, crediting plans, examination announcement, and supplemental forms. Ensures that KSA's, selective placement factors, and quality ranking factors identified are valid, ratable, and reflect information available in applications. Rates applicants to identify proper order of certification. Contacts subject-matter experts in agencies, where needed, to fully evaluate applicant accomplishments.
- Reviews requests to fill vacancies and discusses options with requesting office to ensure that appropriate staffing processes are used, and an adequate supply of well-qualified candidates are identified. Works with managers and supervisor to develop long and short range recruitment plans for college recruitment and special emphasis programs. Identifies areas where recruitment of candidates is a problem and recommends need for additional recruitment efforts in these areas. Recommends appropriate appointment authorities and special employment programs available to meet agency staffing needs.
- Adjudicates applicant appeals of examining decisions, and provides written report of finding to applicant. Follows up with agency personnel, when needed, to correct problems identified in the audit process. Acts on objections to eligibles submitted by making final decisions on objections to qualifications, and determining when other objections merit referral to OPM for final adjudication.
- Approves or disapproves personnel actions as governed by pertinent rules, regulations, etc., (e.g., promotions, changes to lower grades, reassignments, conversions, leave without pay, furlough).
- Provides guidance to managers/supervisors and/or administers employment programs including reduction-in-force; transfer of function; placement follow-up; equal employment programs; exit interviews; security; and medical clearance.
- Participates in the training, development, and evaluation of other specialists and support staff, to include developing training plans and assuring adequate coverage of employment services to HRO customers.

### **3. GOVERNMENT FURNISHED INFORMATION**

- Regulations governing the programs for which APHIS has oversight.
- Federal regulations governing human resources, including: United States Code, Civil Service rules and laws, OPM Qualification Standards Handbook, Comptroller General decisions.
- Agency Directives and operating policies and guidelines; and office procedures, policies, precedents, and formats are available to provide general guidance from which require significant interpretation and adaptation to new and unique situations encountered.
- Access to electronic mail system and other automated systems needed to carry out assigned functions.

### **4. GOVERNMENT FURNISHED PROPERTY**

- Work station

- Telephone
- Computer

## **5. PERFORMANCE REQUIREMENTS**

The Contractor shall furnish all personnel and include all costs associated with the performance of this contract, including but not limited to, labor, supervision, administrative, travel and other services that may be necessary during the performance of this contract. Up to six trips per year will be required, and will be reimbursed in accordance with Federal Travel Regulations, not to exceed a total cost of \$10,000.

## **6. DELIVERY REQUIREMENTS**

The Contractor shall meet with the Technical Point of Contact (TPOC) and with APHIS representatives within five days after notice of award to review and clarify any areas of the Performance Work Statement (PWS).

## **7. CONTRACTOR PERFORMANCE STANDARDS**

Performance will be monitored throughout the effective period of the contract using the following criteria:

- Independent action is exercised in day-to-day work planning and organization, setting priorities, and coordinating work efforts with serviced programs and other human resource employees.
- Sound judgment is used in resource planning, establishment of performance goals, personnel management decisions, and related matters.
- Arrives on time, prepared for work.
- Presents a professional demeanor, appearance and manner.
- Handles heavy workload by setting priorities effectively.
- Uses initiative in resolving problems.

## **8. CONTRACTOR QUALIFICATION REQUIREMENTS**

The position requires the following knowledge and/or ability:

- Knowledge of laws, regulations, policy, and procedures governing Federal employment, placement, and examining programs to provide comprehensive advice and service to managers, supervisors, and to exercise delegated staffing authority; equivalent to the knowledge possessed by a GS-201-12 Human Resources Specialist in the Federal Service.

- Knowledge of Federal pay administration to determine employee entitlement and provide managers with expert advice on options and flexibilities available.
- Skill in effective interpersonal communications to establish a consultant relationship with serviced organizations and to effectively persuade or convince program officials and management of the soundness of recommendations in support of an effective personnel program.
- Ability to learn the organization's structure and functions in order to understand the unique situations particular to serviced organizations.
- Access to sensitive personnel data will be necessary to perform the work of the position. Therefore, the contractor must obtain appropriate security clearance.

## **9. DEDUCTIONS**

The following defines the deductions that will be assessed against the Contractor for failure to meet the performance specifications of this PWS:

Action 1: Extensive, unexcused tardiness and/or absenteeism.

Action 2: Excessive turnover.

Action 3: Customer complaints for failure to provide timely or effective service. Expected timeframes will be established by HR management in conjunction with assignment of work.

Deduction standard for each action: 0.50% of annual contract cost for each occurrence after Contractor has been formally notified of occurrence.

## **10. PREPARATION OF OFFERS**

Offerors shall prepare an original and three copies of a technical proposal and an original only of the business proposal. The technical proposal shall include a work plan prepared in enough detail to show that the offeror has a thorough understanding of the requirement. This work plan should explain how the offeror will organize and perform the requirements of the PWS should the offeror receive the contract award. The work plan shall provide evidence that the personnel designated to work on this project have the skills and experience needed to effectively complete the assigned tasks. The offeror shall describe the organizational experience illustrating past performance in a similar contract. The business proposal shall include a cost breakdown outlining the costs associated with the performance of this contract, including estimated general and administrative expenses and profit.

Resumes will be required for this position. The Government may request to meet the selected employee to perform the above services before the contract start date.